**Christina Rogers**

7 N County Road 300 E, spring, TX 32101  
(999) 900-9319, Email

**OBJECTIVE**  
To work for Nirvana Events as an Event Planner. Offering extensive experience and demonstrated skills in planning, coordination, management, and implementation of external and internal events.

**KEY QUALIFICATIONS**  
• Over two years’ experience in events planning and management  
• Demonstrated ability to generate new business through different means such as cold calling and networking  
• highly skilled in promoting brand names by implementing relevant marketing programs

**TECHNICAL SKILLS**  
• Adobe Design Suite: Illustrator, Photoshop, Indesign and Acrobat  
• MSOffice: Word, PowerPoint, Excel, Access  
• Social Media: Facebook, LinkedIn, Twitter • Fundraising software • Online surveys

**MAJOR ACCOMPLISHMENTS**  
• Assisted in planning ten large scale promotional events for Nestle’s new products  
• Formulated a management booklet that provides specific information for arrangement needs for people new to the business

**WORK EXPERIENCE**

Westport One, Spring, TX | May 2011 – Present  
**Assistant Events Planner**

• Work with clients to assist in planning events of all types and scales  
• Generate new business through networking  
• Interact with customers to obtain feedback  
• Ensure proper food safety and sanitation  
• Integrate current trends in even design and planning  
• Manage event budgets  
• Manage help for conferences  
• Negotiate prices vendors

**EDUCATION**  
The University of Texas, Spring, TX  
Bachelors of Science in Business Communication  
• Major: Marketing • Minor: Communication Studies  
• GPA: 3.22 • Dean’s List

**OTHER COMPETENCIES**  
• Communication  
• Excellence in customer service  
• Telephone etiquette  
• Time management  
• Budgeting and finance  
• Negotiation